



***Re: Accrediting Commission Report
August 2018 Meeting
(via email distribution)***

Dear ACCET Members and Other Colleagues:

This letter provides information regarding actions taken by the ACCET Accrediting Commission at its August 2018 meeting. Specific reports relative to the August 2018 Commission meeting are available on the ACCET website under the “Commission” tab, including: (1) Final Actions Taken by the Commission (referenced by institution), (2) Summary Statistics of Actions Taken by the Commission, and (3) a copy of this Accrediting Commission Report, which describes new and/or revised ACCET policy documents considered by the Commission for final approval or call for comment. Also available on the website is a request for written comments relative to institutions scheduled for consideration of accreditation at the Commission’s December 2018 and April 2019 meetings.

A summary of Commission actions taken at the August 2018 meeting regarding ACCET policies is provided below, including: (1) final documents approved by the Commission (available on the ACCET website under “Documents and Forms”) and (2) call for comment on proposed revisions to policy documents.

As a reminder, the Commission’s Standards and Policy Review Committee (SPRC) conducts an ongoing review of each ACCET policy document at least every five years. Additionally, SPRC considers specific policy documents for review and revision to address governmental regulatory requirements, arising issues of concern, and/or the need for additional policy guidance. Member institutions and other interested parties are invited and encouraged to submit their written comments to proposed changes to ACCET policies and standards (available on the ACCET website under “News”).

FINAL APPROVAL

1. Document 49 – Policy and Procedure for Processing Complaints Initiated Against ACCET Institutions

Approved is a change to require initial applicants to post ACCET Document 49.2 – Notice to Students: Complaint Procedure for Institutions Seeking ACCET Accreditation. Additionally, a change was approved to address institutions that have multiple complaints closed with merit. The policy now states that *“When an institution has three or more complaints closed with merit (full or partial) within a five-year period, subsequent complaints filed against the institution will be referred to the Commission for review and action if the Complaint Review Committee recommends that these complaints be closed with merit.”*

2. Document 1 – The Accreditation Process

To ensure an early understanding of accreditation and the accreditation process, approved is a change to require initial applicants to attend an accreditation workshop before the Application for Accreditation is accepted by ACCET, unless a written request is granted to attend the workshop after the acceptance. For purposes of clarity, additional changes were approved to indicate that: (a) a team report will be sent electronically through AMS to an institution approximately 30 days following an on-site accreditation visit and (b) the 12-month expiration period for an initial application may be extended by one cycle (four months), based on the submission of a written request with compelling reasons for the extension which, if approved, will be subject to the terms and conditions specified relative to fees, scheduling, and updated documentation.

3. Document 1.1 – Initial Accreditation Process

To ensure an early understanding of accreditation and the accreditation process, approved is a change to require initial applicants to attend an accreditation workshop before the Application for Accreditation is accepted by ACCET, unless a written request is granted to attend the workshop after the acceptance. For purposes of clarity, approved are changes to indicate that: (a) a team report will be sent electronically through AMS to an institution approximately 30 days following an on-site accreditation visit and (b) the 12-month expiration period for an initial application may be extended by one cycle (four months), based on the submission of a written request with compelling reasons for the extension which, if approved, will be subject to the terms and conditions specified relative to fees, scheduling, and updated documentation.

4. Document 1.2 – Reaccreditation Process

For purposes of clarity, approved are changes to indicate that a team report will be sent electronically through AMS to an institution approximately 30 days following an on-site accreditation visit

5. Document 27 – Policy on Financial Reporting and Financial Stability

Approved are changes recommended by the Financial Review Committee to clarify the required financial reporting requirements.

6. Document 12.d – Annual Financial Report

To assist institutions in meeting ACCET's annual financial reporting requirements, approved is a new annual reporting document that aligns with other annual reporting documents (12.b - Annual Report and Enrollment Statistics and 12.c – Annual Completion and Placement Reporting) and includes the checklist and attestation for financial statements that previously were contained in Document 27.

7. Document 42 – Record Retention Policy

For purposes of clarity, approved are changes to the format of the document, but not to the substance of the policy.

CALL FOR COMMENT

1. Document 22 – Policy on Change of Ownership and/or Control

Proposed are additional requirements for institutions seeking approval to transition from a for-profit to a non-profit status, which constitutes both a change of ownership and a change of control.

2. Document 25 – Policy for New, Revised, and Existing Programs

For purposes of clarity, proposed is language to address whether ACCET accredited institutions that offer occupational associate degrees must deliver the general education courses necessary to meet their specific degree requirements or may, with ACCET approval, establish an articulation agreement with an accredited degree granting institution for the delivery of general education courses.

During the initial e-learning pilot, only avocational institutions were permitted to seek and obtain approval to offer courses and programs delivered through e-learning. Proposed is to expand this to allow all institutions to seek and obtain approval to offer avocational courses and/or avocational programs delivered in whole or in part by e-learning. Vocational programs and courses will not be approved by ACCET to be delivered through e-learning.

3. Document 26 – Policy on Additional Locations and Changes of Locations

Proposed are changes to the definition of a temporary avocational classroom and to provide for an exemption to the approval process for temporary avocational classrooms if the institutions meets specific identified criteria. After receiving approval for the exemption, the institution must submit, in a form and manner specified by ACCET, a listing of the locations of all temporary avocational classrooms where training will be offered in the subsequent six-month period. Thereafter, on a semi-annual basis, the institution must provide ACCET with an updated listing of the locations of all temporary avocational classrooms where training will be offered.

For purposes of clarity and to codify current practice, proposed is to state: “The relocation of a main campus of a vocational institution or an avocational institution offering English as a Second Language (ESOL) programs will require a preliminary one-day visit prior to approval. If warranted, a preliminary one-day visit may also be required prior to the approval of the relocation of the main campus of other types of institutions.”